

ARIZONA ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 629-4804; DSN 853-4804

WEBSITE: www.dema.az.gov

ANNOUNCEMENT NUMBER: 18-189AG

DATE 30 MAR 2018

CLOSING DATE: 16 APR 2018

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

HUMAN RESOURCES SGT/ HR NCO, 209B/09, SGT, 42A20

APPOINTMENT FACTORS: OFFICER ()

WARRANT OFFICER ()

ENLISTED (X)

LOCATION OF POSITION/UNIT OF ASSIGNMENT:

G-1 EPM, JFHQ-AZ (W8AWAA) 5636 E. McDowell Rd, Phoenix, AZ 85008

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is open to current members of the Arizona Army National Guard in the pay grades of **E-4/SPC- E-5SGT**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

NOTE: Applicants who have not been awarded the Army MOS 42A must ensure their Enlisted Record Brief (ERB) includes their most recent ASVAP scores. Failure to do so will result in denial of consideration for this announcement.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.198012

NOTE: If not currently awarded the Army MOS 42A, selectee with have 12 months from the date of hire to complete formal training. Failure to complete MOS training within 12 months of hire may result in removal from AGR program.

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-2, the documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZ ARNG Form 34-1 (13 Feb 98).
- c. AZNG Form 335-4-R (1 Apr 1992).
- d. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- e. Officer Evaluation Reports (OER) or/ Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement for the past 5 years if applicable.
- f. Certified (validated) copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate.
- g. Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). DD Form 1506 will be accepted in lieu of NGB Form 23B for T10 applicants.
- h. In accordance with AR 640-30, a DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.
- i. DA Form 705 (APFT), encompassing the last 5 years or as applicable (ensure that height and weight are annotated). DTMS reports will be accepted in lieu of historic DA 705's.
- j. Body Fat Worksheet (DA Form 5500-R) if applicable. Profiles must be attached as applicable.
- k. All DD Form 214's or NGB Form 22's
- l. DD Form 369 (Oct 2011) Police Record Check

USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL

SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.

**** We recommend that you have a member of your unit review your application prior to submission to our office.**

POSITION COMPATIBILITY REQUIREMENTS: The individual(s) must be a current member or be eligible to become a member of the Arizona (ARMY) National Guard and must meet the eligibility requirements to possess the AOC: **42A**

☐ MUST POSSES ☒ ABLE TO QUALIFY

APPOINTMENT REQUIREMENTS:

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
4. AGR soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR Program Manager.
5. Must possess the grade equal to or below that authorized for the AGR duty position.
6. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
7. Permanent Change of Station (PCS expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
9. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
10. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; Unsatisfactory Performance, Misconduct, Dropped from the Rolls (DFR) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
11. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:

Physical demands rating and qualifications for initial award of MOS. Human resources specialists must possess the following qualifications:

- (1) A physical demands rating of light.
- (2) A physical profile of 323222.
- (3) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
 - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
- (4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.
- (5) A security eligibility of SECRET.
- (6) Be a U.S. citizen.

BRIEF JOB DESCRIPTION:

Serves as the Human Resources Sergeant for Enlisted Personnel Management section of the G1; responsible for personnel and administrative support of 3 major subordinate commands and all other separate commands; performs duties of and supervises the functions of the preceding skill levels; reviews consolidated reports and statistics; prepares recommendations for personnel actions to higher headquarter; implements policy to all S-1 personnel; manages promotions to include but not limited to the managing of control logs, master and MOS OMLs, quality assurance and placement of RFFs

and RFAs while utilizing SharePoint and filing system; ETS management to include actions associated with separating ETS Soldiers; state level iPERMS management (ARISS and Split Batches); responsible for QC, processing, and archiving of Daily MILPO orders; process incentive orders request (SDAP, ACIP, DEMO, HCIP, and Hazard Duty).

Selecting Supervisor: CW3 George Carbajal

Nominating Official: COL Brian C. McNeil
